

CUSTOMER GUIDELINES FOR REMOVING GAS SERVICES DUE TO DEMOLITION

- ❑ Customer should contact the Commercial Services Division of the Financial Management Department at (562) 570-5700 and provide the property address that will be demolished. Customer should request that the Long Beach Gas and Oil Inspection (LBGO) Division perform an investigation.
- ❑ Commercial Services will issue an investigation with this information to LBGO Inspection.
- ❑ LBGO Inspection will review the Gas Service/Meter Status for removal, and contact the customer at the name and telephone that has been provided to schedule an on-site meeting with the customer or the customer's representative for the following:
 - LBGO Inspection will prepare the required Signature/Responsibility Card for customer's signature. Completion of these forms is required prior to completing any other steps in the process.
 - LBGO Inspection will prepare the construction documents.
 - LBGO Inspection will prepare and forward the Investigation Form, construction sketch(es), and Signature/Responsibility Card to Commercial Services.
 - Customer to provide, if requested, a contact number and or fax number for notification after the gas services has been removed.
- ❑ Commercial Services will prepare and mail the appropriate bill.
- ❑ Customer should make payment to Commercial Services after receiving the bill. Payment can be made via check or phone with an ATM card, Mastercard or Visa.
- ❑ Commercial Services will prepare and forward the construction service order to LBGO Inspection.
- ❑ LBGO Inspection will prepare and forward the paperwork to the LBGO Construction Division.
- ❑ LBGO Construction will schedule the work listed below into the existing workload:
 - LBGO will terminate service line per Inspector's instructions.
 - Coordinate the removal of the gas meter with LBGO Gas Services Bureau.
 - Notify Long Beach Department of Development Services (formerly Planning and Building Department), email: Dale Wiersma and/or Michael Duerr, of removal of the gas service (this is our release for demolition unless other notification is requested).
- ❑ LBGO Inspection will provide notification of completion of the gas service removal if requested (via phone or fax).
- ❑ Customer can now obtain a "Demo Permit" from the Department of Development Services.